

**CITY OF HAYWARD  
PERSONNEL AND AFFIRMATIVE ACTION COMMISSION**

**Thursday, June 9, 2005 at 5:30 p.m.**

**Hayward City Hall  
777 B Street  
Conference Room 2A**

**REVISED  
AGENDA**

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTS** *(Note: THE PUBLIC COMMENTS section provides an opportunity for citizens to address the Personnel and Affirmative Action Commission on items not listed on the agenda. The Commission welcomes your comments under this section, but is prohibited by State law from discussing items not listed on the agenda. Your item will be taken under consideration and referred to staff.)*

**APPROVAL OF MINUTES**

1. Approval of minutes for regular meeting of May 12, 2005 (Action)

**REPORTS**

2. City Council Liaison (Information)
3. Annual Affirmative Action Report for 2004 (Information)

**NEW BUSINESS**

4. Human Resources Director Interview Process/Commission Participation (Action)
5. Review of Human Resources Director's Certification of Eligible Registers, (Previous Adoption Dates), (Action)
  - a) Administrative Clerk I/II, (2002)
  - b) Animal Control Officer, (2003)
  - c) Library Page, (2004)
  - d) Senior Planner, (1997)

Robert M. Macias  
Acting Human Resources Director

**CITY OF HAYWARD**  
**PERSONNEL AND AFFIRMATIVE ACTION COMMISSION**

777 "B" Street  
Hayward, California 94541-5007

**MINUTES**

**Thursday, May 12, 2005**

A regular meeting of the City of Hayward Personnel and Affirmative Action Commission was called to order at **5:30 p.m., on Thursday, May 12, 2005** at Hayward City Hall, conference room 2A, by Vice-Chairperson Joyce Dobro. Pledge of Allegiance was led by Commissioner Wade Winblad.

**VISITORS/GUESTS**

Isaac and Gabrielle Earley

**HUMAN RESOURCES DEPARTMENT STAFF**

Robert M. Macias, Acting Human Resources Director

Phil Williams, Acting Senior Human Resources Analyst / Affirmative Action Specialist

Sonja Turner, Administrative Secretary (Confidential)

**CITY COUNCIL**

Olden Henson, absent, out of town

**ABSENT**

Kathy Booth, excused

Carol Johnson, excused, out of town

Johnnie Lacy, excused, ill

Attendance	Present This Meeting	<b><u>REGULAR MEETINGS</u></b>		<b><u>SPECIAL MEETINGS</u></b>	
		Present to Date This Fiscal	Absent to Date This Fiscal	Present to Date This Fiscal	Absent to Date This Fiscal
		Yr.	Yr.	Yr.	Yr.
Kathleen Booth (chair)*	O	9	1	0	0
Freddye M. Davis	X	9	1	0	0
Joyce Dobro (vice-chair)*	X	8	2	0	0
Latricia Earley	X	9	1	0	0
Carol Johnson	O	9	1	0	0
Johnnie Lacy	O	6	4	0	0
Wade Owen Winblad	X	9	1	0	0

X = present, O = absent

\*Appointed July 1999

### **PUBLIC COMMENTS**

Commissioner Winblad requested that HR staff look into City Hall elevator operations. He encountered difficulty getting to the second floor for the meeting. Commissioner Davis announced that the NAACP Southern Alameda County Chapter has chartered a bus to leave Hayward at 6:30 a.m. for arrival at the state capitol in Sacramento at 8 a.m. on Monday, May 23, 2005. The purpose is to lobby for healthcare and education. Finally, Commissioner Davis announced that her name has been submitted for a State School Superintendent appointment and she is currently considering.

### **APPROVAL OF MINUTES**

1. Approval of Minutes for the regular meeting of April 14, 2005; (Action)  
Moved to approve Minutes; (Davis/Earley); (4-0-0)

### **REPORTS**

2. City Council Liaison, Olden Henson, (Information)  
Council Member Henson is absent, on a plane to Reno.

### **NEW BUSINESS**

3. Review of Human Resources Director's Certification of Eligible Registers, (Previous Adoption Dates), (Action)
  - a) Police Captain, (2002)
  - b) Recycling Specialist, (2002)
  - c) Transportation/Development Manager, (1990)

Moved to approve New Eligible Registers: (Davis/Winblad); (4-0-0)

4. Extension of Previously Adopted Eligibility Registers, (Action)
  - a) Fire Prevention Inspector, (2<sup>nd</sup> extension, 6 months)
  - b) Laborer, (1<sup>st</sup> extension, 6 months)

Moved to approve Extension of Previously Adopted Eligibility Registers:  
(Davis/Earley); (4-0-0)

There being no further business, the meeting was adjourned at 5:46 p.m.

The next regularly held meeting will be Thursday, June 9, 2005 at 5:30 p.m. at Hayward City Hall, located at 777 B Street, in conference room 2A.

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Personnel and Affirmative Action Commission minutes are available on audiocassette upon request in compliance with the Americans with Disabilities Act of 1990. Requests may be made by contacting the Human Resources Department at (510) 583-4500 or TDD (510) 247-3340

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